

Product Number: 3131.01.09

## DTS AGENCY CONTRACTS

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**Effective Date:** November 1, 2007  
**Revision Date:** November 1, 2007  
**Version:** 1.0.0  
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DTS Contract Administration provides assistance with the processing of all DTS Agency Contracts. DTS Contract Administration's responsibility is to ensure that the contract process is completed in a timely manner and the contracts are entered into in accordance with DTS and State Purchasing Policies and Procedures and are in DTS' best interests.

DTS Contract Administration maintains contract files for the signed Original Agency Contracts, electronically scanned copies in both IBM Client and on a "shared" network drive and an electronic database within the Remedy Access Request System for history and tracking.

Product Features and Descriptions	
Feature	Description
Negotiation Assistance	Contract Administration will assist with the bid/RFP process, negotiation of pricing, vendor documentation, Sole Source requests and processing of contract documentation.
Contract Review	Contract Administration reviews all vendor agreements/contracts, adds State contracts forms, State Agency Terms & Conditions, Scopes of Work and any other additional terms or attachments as required by the Vendor and/or DTS.
Contract Negotiations	Negotiate with Vendors on any changes to the Vendor and/or State Terms & Conditions that may be required, working with State Purchasing and the Attorneys General Office.
Contract Tracking	Contracts in process will be entered into a contract database and will be tracked throughout the approval process. Upon final contract approval, an original signed copies of the contract will be sent to the vendor with an original signed copy maintained in State Purchasing files and DTS files. Copies of a contract will be

	sent, upon request, to the applicable manager (scanned or hard copy)
Contract Monitoring	Contract Administration along with the responsible manager monitor contracts for any required product and/or equipment upgrades, price escalations, changes in vendor terms, vendor business information, contract expiration and other necessary changes to the contract required by changes in DTS' business trends.

### Features Not Included

Feature	Explanation
Technical Expertise/Business Requirements	Responsibilities for Technical Expertise and/or Business Requirements for Products/Services required for the day to day operations of DTS remain with the DTS Section Managers. Managers or their designees process Sole Source requests, begin the bid/RFP processes, negotiate pricing, obtain vendor contract agreements/contracts and complete the purchasing documentation

### Rates and Billing

Feature	Description	Base Rate
		NA

### Ordering and Provisioning

Managers, or their designees, of a DTS product group that require product/services from a contracted vendor are responsible for the ordering of product, upgrades to software, maintenance renewals, price escalations, contract renewals, etc

### DTS Responsibilities

Ensure that all DTS personnel are aware of and follow the guidelines of DTS agency, State Purchasing and the State of Utah Policies & Procedures in the processing of all contracts and/or the procurement of products/services required for the operations of DTS and that all contracts are in the best interest of the State of Utah.

### Agency Responsibilities

### Service Levels and Metrics

Time is of the essence in the administration of all DTS RFP's and Contracts, to this end the following time line for the processing of RFP's and Contracts must be taken into consideration allowing for minor negotiations and/or modifications:

RFP Timelines:	(pending Alan Carlsen's review)	
RFP Request from Agency		1 day
1 <sup>st</sup> RFP Remedy Approval		5 days

RFP to State Purchasing	1 day
State Purchasing Review & Release	10 days
Vendor Review & Questions	20 days
RFP Close	10 days
Proposal from State Purchasing & sent to Evaluation Committee	1 day
Committed Evaluation	15 days
Evaluation to State Purchasing	1 day
BAFO (if required)	5 days
2 <sup>nd</sup> Remedy Approval to Contract	5 days
Award	1 day
Total Processing Time	75 days

## Contract Timelines:

Contract Administration	5 to 10 days
Management Approvals	5 to 10 days
Vendor Approval	15 to 25 days
Purchasing Approval	15 to 25 days
Finance approval	5 days
Total Processing Time	75 days